



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-07-005	OPENING DATE: 04-13-07	CLOSING DATE: 05-11-07	OPEN TO ALL APPLICANTS
POSITION: Benefits Assistant JS-203-7	TYPE OF APPOINTMENT: Career Service	SALARY: \$37,640 - 48,933 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Human Resources	LOCATION: 616 H Street, NW	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: Under the general supervision of the Benefits Officer, incumbent assists in providing guidance, consultation and staff assistance to judges, court managers, employees, former employees, annuitants, spouses, survivors, and eligible family members regarding retirement and insurance. Provides assistance in individual counseling and calculations to employees contemplating retirement under the Civil Service and Federal Employees Retirement Systems and the Judicial Retirement Survivors Annuity Fund. Assists in development, conduct and coordination of benefit program training and awareness. Reviews and processes applications for retirement, health and life insurance, dental and vision, short term disability (STD) and long term disability (LTD), and transportation subsidy programs. Provides assistance in contacting health insurance carriers and the Federal Group Life Insurance office. Prepares correspondence as directed by the Benefits Officer, setting forth decisions, changes in policy or practice, or information regarding employee benefits. Prepares brochures, training materials and other informational and instructional materials informing employees of current benefits and/or changes in benefits. Conducts orientation sessions and exit interviews informing employees of all available benefits for which they are eligible. Updates and maintains personnel data in HR information management system.

MINIMUM QUALIFICATIONS: Three (3) years experience in personnel administration, including one year in benefits management or administration. Equivalent combinations of relevant education and experience may be substituted. Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please respond to each ranking factor on separate sheets of paper. Describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors individually will disqualify you from further consideration.**

1. Knowledge of relevant laws, regulations and policies and ability to administer Federal health and life insurance and pre-tax benefit programs.
2. Basic knowledge of dental and vision, STD and LTD, and transportation subsidy programs.
3. Knowledge of Federal retirement programs and the basic principles of defined benefit and defined contribution programs, basic actuarial principles and retirement system design.
4. Ability to communicate effectively orally and in writing, in order to convey and explain complex technical information to court employees at all levels.
5. Ability to use a personal computer and pre-packaged and self-developed software programs.

SELECTION PROCESS: After a review of applications and ranking factors, interviews may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 500 Indiana Ave., NW, Washington, DC 20001.
For further information call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.